

**ORDINANCE NO. 2021-\_\_\_\_\_**

**AN ORDINANCE DETAILING PROCEDURES TO BE FOLLOWED FOR ACCOUNTS  
PAYABLE AND SIGNATORY AUTHORITY IN THE ABSENCE OF THE TOWN  
CLERK-TREASURER**

**WHEREAS**, pursuant to IC 36-5-6-6 the Spencer Town Clerk Treasurer duties shall include receiving and caring for all town money and payments made from town money by order of the Town legislative body; and,

**WHEREAS**, 36-5-4 et seq. defines the method for payment of claims by the Town Clerk-Treasurer; and,

**WHEREAS**, pursuant to IC 36-5-6-7 the Clerk Treasurer shall appoint the number of deputies and employees needed for the effective operation of the office; and,

**WHEREAS**, the Accounting and Uniform Compliance Guidelines Manual for Cities and Towns issued by the Indiana State Board of Accounts specifically states that a rubber signatures stamp may be used under the direction of the Town Clerk-Treasurer; and,

**WHEREAS**, it is anticipated that the Town Clerk Treasurer will periodically not be available in office due to circumstances beyond her control and during these times of absence wishes to provide a specific mechanism for timely payment of claims, payroll, and the like.

**NOW THEREFORE BE IT ORDAINED**, by the Spencer Town Board the following:

1. That Jenny McGuire, as duly appointed and acting Deputy Clerk Treasurer for the Town of Spencer, will prepare all claim vouchers and reports necessary for the effective operation of the office of the Town Clerk Treasurer and the same shall be submitted to council member, Dean Bruce, for review and approval.
2. That as evidence of the approval of council member, Dean Bruce, he shall initial the claim vouchers as having been reviewed. This specific task applies only to those claims that may be paid pursuant to the Town ordinance in advance of any Town Board meeting pursuant to the provision of IC 36-5-4-12 and payroll. For all other claims, the Town Board will authorize and approve in its normal course of business at its regular meetings.
3. That upon the approvals indicated in the paragraph, Jenny McGuire may obtain the rubber signature stamp bearing the name of the Town Clerk Treasurer and affix the same upon the warrant for payment.

**SEVERABILITY**

Should any section, sub-section, sentence, clause, phrase or portion of this Ordinance or any license extended hereunder is for any reason held illegal, invalid, or unconstitutional by decision of any court of competent jurisdiction, such portion shall be deemed a separate, distinct and

independent provision and such holding shall not affect the validity of the remaining portions hereof.

### **EFFECTS OF ADOPTION ON PRIOR ORDINANCE**

This ordinance supersedes all other ordinances or parts of ordinances which are in conflict with its provisions, and any such ordinance is hereby repealed.

The expressed or implied repeal of amendment by this ordinance of any other ordinance or part of any other ordinance does not affect any rights or liabilities accrued, penalties incurred, or proceedings begun prior to the effected date of this ordinance. These rights, liabilities, and other proceedings all continued, and penalties shall be imposed and enforced under the repealed or amended ordinance as if this ordinance had not been adopted.

### **EFFECTIVE DATE**

This Ordinance shall be in full force and effect retroactive to the date of February 9, 2021 and shall continue until rescinded by Ordinance.

Upon motion duly made, seconded, and unanimously approved, the Board did pass and adopt this resolution this \_\_\_\_\_ day of \_\_\_\_\_, 2021

### **SPENCER TOWN BOARD:**

\_\_\_\_\_  
Jon Stantz, President

\_\_\_\_\_  
Dean Bruce

\_\_\_\_\_  
Michael Spinks

Attest: \_\_\_\_\_  
Cheryl Moke, Town Clerk-Treasurer